AUTOMATED CREDIT CARD AND CEPAS ACH DEPOSITS SELF-STUDY

AUTOMATED CREDIT CARD/CEPAS ACH DEPOSITS OVERVIEW

The State of Michigan (SOM) has implemented functionality for depositing and reclassifying receipts, when payment has been made to the SOM via credit card/CEPAS (Centralized Electronic Payment Authorization System) ACH (Automated Clearinghouse Network).

Credit card accounting entries have now been automated. The automated credit card deposit reclassification functionality allows for accounting entries to post directly to agencies' coding blocks, thus eliminating the majority of manual accounting entries.

Background

Prior to September 12, 2005, the Department of Treasury, Receipts Processing Division manually keyed credit card entries from bank statements to the D22 4000 Deposits Clearing Fund in MAIN on a daily basis for agencies to reclassify. For credit card activity, the entries were posted as one entry per agency for each agency that utilized credit card programs. Agencies reclassed entries to move credit card deposits from the 4000 Fund to the correct coding block.

Current Process

All agencies processing credit card/CEPAS ACH transactions are affected by this functionality. Agencies may see as many as three types of credit card deposits (American Express, Discover and Master Card/Visa), in addition to CEPAS ACH. Additionally, there will be separate automated entries for fees and charge backs.

Treasury has created D91 Depositor Id and D94 Depositor Id And Identifiers Profiles for all agencies. The D91 Profile contains the Receipts Coding Id (D90 information) that will be used on deposit transactions. For those agencies that do not implement the automated reclassification functionality, deposits will continue to post to the 4000 Deposits Clearing Fund **or** to a specific agency coding block as specified on the agency's D91 Profile.

- Deposit Type, i.e., MSV for Visa/MasterCard, DIS for Discover, AMX for American Express, will segregate the Credit card and CEPAS ACH activity and CAC for CEPAS ACH using a '9T' document type

- Charge backs/ACH returns (C), fees (F), and net deposits (D) will be posted separately

- The three-character agency number will end in a 'Z' for batch agency and document agency. There are a few exceptions for this rule (911, 914, 917)

The agency implementation for the automated reclassification functionality can be divided into two major groups. The first group is implementing the automated reclassification functionality and the second group is not.

Both groups will need to be familiar with the credit card/CEPAS ACH profiles and inquiry screens. For all deposits, the document type '9T' and credit card document/batch agency (refer to details later in the Accounting Transactions section of this document) will be used.

Agencies Implementing Automated Reclassification Functionality

Agencies who choose to implement the automated reclassification functionality will do so by sending a MAIN FACS SKU Number Interface file and setting up the required profiles. Details are described throughout the remainder of this document.

Agencies Not Implementing Automated Reclassification Functionality

Agencies who will not be implementing the automated reclassification functionality at this time will have their credit card and CEPAS ACH deposits automatically posted to the Deposits Clearing Fund with TC 190 (unless one or more D91 Profiles are modified by

the agency – described later). As mentioned previously, Treasury has created D91 Depositor Id and D94 Depositor Id And Identifiers Profiles for all agencies. The D91 Profile contains the Receipts Coding Id (D90 information) that will be used on deposit transactions. A D90 Receipts Coding Id Profile of all zeros (default Receipt Coding Id) has been created by MAIN for each agency. The default Receipt Coding Id will direct all receipts to the Deposits Clearing Fund.

Agencies can choose to have their credit card deposits automatically post to a specific agency account coding block by use of the D91 Depositor Id Profile. The agency would create one or more additional D90 Receipt Coding Id Profiles and the Receipt Coding Id on the D91 Depositor Id Profile(s) would need to be changed.

Agencies who do not implement the functionality (either by sending an SKU interface or use of the D91 Profile) will need to manually reclassify their deposits using TC's 159R and 159 with a batch type G.

For information regarding the steps required for agencies to implement the automated Credit Card/CEPAS ACH deposit functionality refer to the following:

- For full implementation (with Interface) — contact Treasury Receipts Processing and OFM MAIN FACS Service Center

- For partial implementation (uses D91 Profile only, can modify), no interface — contact Treasury Receipts Processing

ACCOUNTING TRANSACTIONS

The credit card/ACH CEPAS deposits will be created in a special Batch Agency (ending in 'Z'), using document type of '9T'. The agencies that are using the automated reclassification functionality will also see a document type of '9A' used for reclassification entries. Users should refrain from using this Batch Agency and the document types '9T' and '9A' as current document numbers for online transaction entries. Both document types are system generated.

Document Types For Credit Card/ACH CEPAS Deposits

Doc Type	Description
9A	Receipt Deposit Out & Reclass and Accrual
9T	Receipt Deposit IN

Batch Agencies For Credit Card/ACH CEPAS Deposits

Financial Agency	Name	Batch Agency
011	Executive Office	01Z
071	DMB	07Z
074	SBA	07Z
078	Capital Outlay	07Z
084	DIT	08Z
085	Strategic Fund	8ZZ
090	OFM	09Z
111	Attorney General	11Z
151	Civil Rights	15Z
191	Civil service	19Z
231	State	23Z
251	HAL	25Z
270	Casino & Gaming	26Z
271	Treasury	29Z
275	Lottery	27Z
313	Education	31Z
331	Colleges and Universities	32Z
332	Colleges & Univ Capital Outlay	32Z
335	Higher Education	33Z
391	DCH	38Z
431	FIA	44Z
472	Corrections	48Z
511	Military Affairs	51Z
551	State Police	55Z
591	Transportation	59Z
641	DLEG	64Z
751	DNR	75Z
761	DEQ	76Z
791	Agriculture	79Z
910	Auditor General	91Z
911	Senate	911*
913	Senate Fiscal Agency	93Z
914	House of Reps	91D*
917	Legislative Service Bureau	917*
918	Legislative retirement System	98Z
950	Judiciary	05Z

* Exception to the rule that the last letter of Batch Agency is 'Z'

Agencies will be able to identify the deposits, reclassification entries, charge backs, or fees automatically deposited into their accounts by the following schema on the 84 screen or the DAFR2251 report. All transactions (Deposit INs, Deposit OUTs, Reclasses, and Accruals) will share the following attributes.

- The document and Batch Agency will be agencies' credit card Batch Agency (ending with 'Z')

- The first seven characters of the reference document number will indicate the Depositor Id, and the last character will be 'D' for deposits, 'C' for charge backs, and 'F' for fees

- The reference document suffix will indicate the type of credit card: American Express (AMX), Discover (DIS), Master Card/VISA (MSV), and CEPAS ACH (CAC)

- The Invoice Number field will have Receipt Coding Id and Sequence Number

Deposit IN Transactions

- Transaction will have a document type of '9T' and batch type of '2'

- Transaction will be created from Treasury interface records using agencies' credit card Batch Agency ending in 'Z'

- The account coding block is derived from the agencies' Receipts Coding Id as defined on the agency's D91 Depositor Id Profile

- The Invoice Date field will have the Effective Date of the deposit

- The Vendor Name field will have Depositor Id title and Group Number (a number used to identify transactions)

Deposit OUT Transactions

- Transaction will have a document type of '9A' and a batch type of 'G' (the deposit OUT transaction accompanies the Deposit Reclassification transaction and will have the same document number as Reclass/Accrual transaction)

- Transaction will be created from the agency's SKU interface records using credit card Batch Agency ending in 'Z'

- The account coding block is derived from the agency's Receipts Coding Id as defined on the agencies D91 Depositor Id Profile

- The Invoice Date field will have the Effective Date of the deposit

- The Vendor Name field will have Depositor Id title

Reclassification/Accrual Transactions

- Transaction will have a document type of '9A' and a batch type of 'G' (the Reclass transaction accompanies the Deposit OUT transaction and will have the same document number as OUT transaction)

- Transaction will be created from the agency's SKU interface records using credit card Batch Agency ending in 'Z'

- The account coding block is derived from the agency's Receipts Coding Id as defined on the agency's D92 SKU Number Profile

- The Vendor Name field will have Depositor Id title and Group Number

FEES

Fees are sent by Treasury once per month per credit card. They will appear on the DAFR1511 Generated Receipt Transactions report. If the agency uses the fee reclassification functionality, they will also appear on the fee reports as follows:

- DAFR1541 Generated Receipt Fee Transactions
- DAFR1542 Erred Receipt Fee Transactions
- DAFR1543 Fee Transactions Statistics

The Fee period used for reclass calculation will be for the prior month's sales. Fee reclass calculation will be based on sales transaction amount and not the number of items sold for a given SKU. Fee reclass calculation will be done the same way for all deposit types and will be done for Net Deposit transactions only. Charge back transaction records will not be included.

The reclassification of fees is controlled by the D91 Depositor Id Profile. When an agency first implements the reclassification functionality, fees should not be reallocated, that is, the Reclass Fee Tran field should be 'N' on the D91 Depositor Id Profile. This is because fees are billed for the prior months sales and when an agency first starts up, they will more than likely not have full months worth of sales to be allocated for fees. Once a SKU file has been sent for a month, then the Reclass Fee Tran field can be changed to 'Y' if desired.

A D90 Receipt Coding Id that uses an accrual TC should not be entered for fees on the D91 Depositor Profile or the D92 SKU Number Profile. The Fees Receipt Coding Id should not be split by amount.

SECURITY

Each agency will need to ensure that the agency ranges on all user classes are evaluated to include the credit card batch agencies where applicable.

User Classes with Add, Update, and/or Delete capability on Credit Card/ACH CEPAS screens:
UC 10 – Treasury update of D91 and D94 (update and delete)
UC 24 – Agency update of D90 and D92
UC 81 – Agency update of D90, D91 (add new D91 profile and update Receipt Coding Id only), and D92

Special Notes on Other User Classes
UC 79 – Users will need to request Bank Id 181
UC 90 – Users will need agency ranges to include credit card Batch Agency(s)

CHART OF CREDIT CARD/ CEPAS ACH R*STARS SCREENS

R*STARS Subsystem	Screen	Screen Name
Menu	RCPT	Credit Card/E-Check Rcpt Menu
	RCTR	Rcpt Transaction Menu
Profile Maintenance	D90	Receipt Coding Id Profile
	D91	Depositor Id Profile
	D94	Depositor Id And Identifiers Profile
	D92	Sku Number Profile
Profile Inquiry	90L	Receipt Coding Id By Agy Listing
	90U	Receipt Coding Id Usage Inquiry
	91L	Depositor Id By Agy Listing
	92L	Sku Number By Agy Listing
Transaction Inquiry	93D	Sku Rcpt Trans Detail Inquiry
	93G	Rcpt Trans Generated Inquiry
	93S	Rcpt Trans Summary Inquiry

R*STARS CREDIT CARD/CEPAS ACH PROFILE MAINTENANCE SCREENS

MAIN MENU

```
S000 VER 2.0   STATE OF MICHIGAN PRODUCTION REGION (PMAIN) 09/30/05 02:34 PM
 LINK TO:    MAIN           MAIN MENU



     (2)    CAM    COST ACCOUNTING MENU
     (3)    DT     DOCUMENT TRACKING MENU
     (4)    FIN    FINANCIAL DATA ENTRY MENU

     (6)    RCPT   CREDIT CARD/E-CHECK RCPT MENU
     (7)    PR     PROFILE MAINTENANCE MENU
     (8)    PAY    PAYMENT PROCESSING MENU
     (10)   RFM    REPORTING/INQUIRY MENU
     (11)   SYS    SYSTEM CONTROL MENU
     (12)   UC     CHANGE USER CLASS





 F1-HELP  F9-INTERRUPT  CLEAR-EXIT
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- From the MAIN MENU select <F6> to access the RCPT Credit Card/E-Check RCPT Menu

RCPT CREDIT CARD/E-CHECK REPT MENU

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S000 VER 2.0   STATE OF MICHIGAN PRODUCTION REGION (PMAIN) 09/30/05 02:36 PM
 LINK TO:    RCPT     CREDIT CARD/E-CHECK RCPT MENU



     (2)    D90     RCPT CODING ID PROFILE
     (3)    D91     DEPOSITOR ID PROFILE
     (4)    D94     DEPOSITOR ID AND IDENTIFIERS
     (5)    D92     SKU NUMBER PROFILE
     (6)    90L     RCPT CODING ID BY AGY LISTING
     (7)    90U     RCPT CODING ID USAGE INQUIRY
     (8)    91L     DEPOSITOR ID BY AGY LISTING
     (10)   92L     SKU NUMBER BY AGY LISTING
     (11)   RCTR    RCPT TRANSACTION MENU





  F1-HELP F9-INTERRUPT  CLEAR-EXIT
```

Select <F2> to access the D90 RCPT Coding Id Profile.

D90 RECEIPT CODING ID PROFILE

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SD90 VER 2.0    STATE OF MICHIGAN PRODUCTION REGION (PMAIN)
 LINK TO:                     RECEIPT CODING ID PROFILE


 AGENCY: 123   RCPT CODING ID: 00000000    SEQUENCE NO: 01


       TITLE: UNDISTRBUTD RCPTS DEFAULT RCPT CODING ID
  TRANS CODE: CASH TC: 190       ACCRUED REVENUE TC:
       INDEX: 99970
         PCA:
COMP/AGY OBJ: 0999
  SPLIT TYPE: P  (P=%, A=AMT)           % ALLOCATED: 100.00
 AMOUNT/ITEM:                    REST OF AMOUNT:    (Y OR SPACES)
   APPN YEAR:              APPN NO:
        FUND:          GL ACCT/AGY:
 GRANT NO/PH:                                   PROJ NO/PH:
        MPCD:             AGY CD - 1:          2:          3:


 RCPT COD ID BLOCK STATUS CODE: A    RCPT COD ID SEQ NO STATUS CODE: A
                                            LAST PROC USER ID: #071ABC
 EFF START DATE: 10012004   EFF END DATE:          LAST PROC DATE: 09102005
 Z26 RECORD NOT FOUND - NEXT RECORD RECALLED


 F1-HELP   F3-DELETE       F5-NEXT CODING ID   F8-NEXT SEQ NO    F9-INTERRUPT
 F10-SAVE  F11-SAVE/CLEAR  F12-CODING ID CMPLT  ENTER-INQUIRE     CLEAR-EXIT
```

- The Receipt Coding Id profile screen is used to provide the account coding for the automated accounting entries

- Users with the appropriate security can maintain all coding block elements required to generate Deposit IN, Deposit OUT, Deposit Reclass and Deposit Accrual accounting transactions for credit card/CEPAS ACH activity

- A D90 profile of all zeros (default Receipt Coding Id) has been created by MAIN for each agency. The default Receipt Coding Id will direct all receipts to the Deposits Clearing Fund

- The agency may choose to create one or more additional D90 Receipt Coding Id Profiles if they wish to have their credit card deposits automatically post to a specific agency account coding block

- All information related to an accounting entry appears on this profile. One Receipt Coding Id may be split up to ten times either by percentage or by amount with each split having a different sequence number

D90 Control Key

Agency   Enter the three-character Financial Agency to inquire on or to create a new Receipt Coding Id. This must exist in the D02 Agency Profile.

Receipt Coding Id   Enter up to an eight-character Receipt Coding Id to inquire on or to create a new record.

Sequence No   Enter up to a two-digit Sequence Number to inquire on a specific record. When creating a new record, the system will generate the next available Sequence Number. There cannot be more than ten Sequence Numbers for a given Receipt Coding Id.

D90 Information Elements

Title   Enter up to a 40-character Receipt Coding Id title. (Required)

Trans Code

Cash TC   Enter the three-character Transaction Code that will be used for the generation of cash revenue transactions. Valid Transaction Codes must exist in the D54 System Parameters Profile, Table ID 'RCPT', Key 1 – 'DAFMD90', Key 2 – 'TC PAIR', Reference Data – 'lists specific allowable cash and/or accrued revenue TC combinations'.

Accrued Revenue TC   Enter the three-character revenue Transaction Code that will be used for the generation of accrued revenue transactions. Valid Transaction Codes must exist in the D54 System Parameters Profile, Table ID 'RCPT', Key 1 – 'DAFMD90', Key 2 – 'TC PAIR', Reference Data – 'lists specific allowable cash and/or accrued revenue TC combinations'.

Index   Enter the five-digit Index.

PCA   Enter the five-digit PCA.

Comp/Agy Obj   Enter the four-character Comptroller Object and four-character Agency Object. The Comptroller Object must exist in the D10 Comptroller Object Profile. If Agency Object is entered, it must exist in the D11 Agency Object Profile.

Split Type   Enter the one-character Split Type. This must be either 'P' (Percentage) or 'A' (Amount). This code will default to 'P'.

% Allocated   Enter up to a three-digit number and a two-digit decimal amount. An entry is required in this field if the Split Type = 'P'. This field must be blank if Split Type = 'A'. The total of all active sequences for a specific active Receipt Coding Id must = 100.

Amount/Item Enter up to an 11-digit number and a two-digit amount. An entry is required in this field if the Split Type = 'A', there is more than one sequence for a specific Receipt Coding Id, and the sequence you are entering has blank in the 'Rest of Amount' field.

Rest of Amount   Enter either 'Y' or leave blank. A value of 'Y' must be entered if for any other sequence number of a Receipt Coding Id, amount/item > 0, and the sequence you are entering has blank in the Amount/Item field.

Appn Year   This field is normally left blank and defaults to the current fiscal year as derived from 97 System Management Profile. If desired, enter the two-character Appropriation Year.

Appn No   This field is normally left blank. If desired, enter the five-digit Appropriation Number. When entered, it must exist in the 20 Appropriation Profile.

Fund   This field is normally left blank and defaults to the Fund number as derived from either the Index or PCA or RTI. If desired, enter the four-digit Fund. When entered, it must exist in the D23 Fund Profile.

GL Acct/ Agy   This field is normally left blank. If the agency has established Agency General Ledger Accounts in the D32 Agency General Ledger Profile for a particular Comptroller General Ledger Account and the agency posts a transaction to Comptroller General Ledger Account, the user will be required to input an Agency General Account on the transaction. This ensures consistent use of Agency General Ledger Account.

Grant No/ Ph   This field is normally left blank and defaults to Grant Number/Phase as derived from the Index or PCA or RTI. If desired, enter the six-character Grant Number and the two-digit Phase. When entered, they must exist in the D47 Grant Number and the 29 Grant Control Profiles respectively.

Proj No/Ph   This field is normally left blank and defaults to the Project Number/Phase as derived from the Index or PCA or RTI. If desired, enter the six-character Project Number and the two-digit Phase. When entered, they must exist in the D42 Project Number and the 27 Project Control Profiles respectively.

MPCD   This field is normally left blank and defaults to the Multi-Purpose Code as derived from the Index or PCA. If desired, enter the six-character Multipurpose Code number. This is an agency-defined field and can be used for any purpose.

Agy Cd 1   This field is normally left blank and defaults to the Agency Code 1 as derived from the Index or PCA. If desired, enter the four-digit Agency Code 1 number. When entered, it must exist in the D26 Agency Code 1 Profile.

Agy Cd 2   This field is normally left blank and defaults to the Agency Code 2 as derived from the Index or PCA. If desired, enter the four-digit Agency Code 2 number. When entered, it must exist in the D27 Agency Code 2 Profile.

Agy Cd 3   This field is normally left blank and defaults to the Agency Code 3 as derived from the Index or PCA. If desired, enter the six-digit Agency Code 3 number. When entered, it must exist in the D36 Agency Code 3 Profile.

RCPT Cod Id Block Status Code   This field will be set to 'A' (Active) for all sequence numbers of the Receipt Coding Id when <F12> is pressed and all edits are successful. Additions, deletions, and updates will set this field to 'I' (Inactive) for all sequence numbers of the Receipt Coding Id.

RCPT Cod Id Seq No Status Code   Enter a one-character Status Code as follows: 'A'(Active) or 'I'(Inactive). This field defaults to 'A' (Active) when creating a new Receipt Coding Id.

Last Proc User Id   The system retrieves up to an eight-character User Id associated with the user who made the most recent update to the record.

Eff Start Date   Enter the eight-digit Effective Start Date (MMDDYYYY format), which identified when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

Eff End Date   Enter the eight-digit Effective End Date (MMDDYYYY format), that identifies when the record is no longer effective. This field can be left blank.

Last Proc Date   The system retrieves the eight-digit Last Processing Date.

D91 DEPOSITOR ID PROFILE

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SD91 VER 2.0    STATE OF MICHIGAN PRODUCTION REGION (PMAIN)
 LINK TO:                       DEPOSITOR ID PROFILE


            AGENCY: 123   (MUST BE IN D02 AGENCY PROFILE)
      DEPOSITOR ID: 0000028

             TITLE: AGENCY 123  STATE MUSEUM STORE
           BANK ID: 181
   RECLASS FEE TRAN: N   (Y=YES, N=NO)

                                RCPT CODING ID
           FOR NET DEPOSITS: 00000001
 FOR CHARGE BACKS/ACH RETURNS: 00000001
                  FOR FEES: 00000001




                                            STATUS CODE: A

                                       LAST PROC USER ID:#071ABC
 EFF START DATE: 10012004    EFF END DATE:       LAST PROC DATE: 09202005
Z06 RECORD SUCCESSFULLY RECALLED

 F1-HELP F3-DEL F5-NEXT F6-D94 F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLR-EXIT
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- The Depositor Id Profile screen provides the link between the merchant number, association number, agency number and ACH identifier associated with a sale and the Receipt Coding Id D90 used to generate an accounting transaction in MAIN FACS

- Depositor ID profiles are created and maintained by Treasury in coordination with agencies. Agencies may only modify the Receipt Coding ID's listed on each profile.

- Each Depositor Id is unique across the State of Michigan and is used in the automation of both the Deposit IN and Deposit OUT transactions

- Within each Depositor Id profile, a Receipt Coding Id is listed for net deposits, charge backs / ACH returns, and fees

- The Receipt Coding Id is used to look up the account coding that is necessary to generate a transaction associated with the Depositor Id

- The Reclass Fee Transaction field can be set to (Y) Yes or (N) No and is set in coordination with Treasury. It is used to determine if fees will be automatically reclassified across monthly sales.

In the example above, The State Museum Store is linked to Depositor Id 00000028 for Agency 123. In turn, the Museum Store lists three Receipt Coding Ids to use in the generation of accounting entries, one for net deposits, charge backs /ACH returns, and fees.

D91 Control Key

Agency Enter the three-character Financial Agency to inquire on or to create a new Depositor Id. This must exist in the D02 Agency Profile.

Depositor Id Enter the seven-character Depositor Id to inquire on a specific record. When creating a new record, this field must be left blank and will be system generated.

D91 Information Elements

Title Enter up to a 40-character Title.

Bank Id Enter a three-character Bank Id. This must exist in the D56 Bank Id Profile.

Reclass Fee Tran Enter 'Y' or 'N' to identify whether or not MAIN FACS will generate fee reclass transactions by SKU. If 'Y' fees will automatically reclassify across monthly sales.

Receipt Coding Id

For Net Deposits Enter up to an eight-character Receipt Coding Id to identify account coding block that will be used by the process to generate accounting transactions For Net Deposits. This must exist in the D90 Receipt Coding Id Profile.

For Charge Backs/ACH Returns Enter up to an eight-character Receipt Coding Id to identify account coding block that will be used in the process to generate accounting transactions For Charge Backs and Returns. This must exist in the D90 Receipt Coding Id Profile. A Receipt Coding Id that uses an accrual TC should not be entered for Charge Backs/ACH returns on this profile.

For Fees Enter up to an eight-character Receipt Coding Id to identify account coding block that will be used in the process to generate accounting transactions For Fees. This must exist in the D90 Receipt Coding Id Profile. A Receipt Coding Id that uses an accrual TC should not be entered For Fees on this profile. The Fees Receipt Coding Id should not be split by amount.

Status Code Enter a one-character Status Code as follows: 'A' (Active) or 'I' (Inactive). This field defaults to 'I' (Inactive) when creating a new Depositor Id.

Eff Start Enter the eight-digit Effective Start Date (MMDDYYYY format), which

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Date	identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.
Eff End Date	Enter the eight-digit Effective End Date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.
Last Proc User Id	The system retrieves up to an eight-character User Id associated with the user who made the most recent update to the record.
Last Proc Date	The system retrieves the eight-digit Last Processing Date.

D94 DEPOSITOR ID AND IDENTIFIERS PROFILE

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SD94 VER 2.0    STATE OF MICHIGAN PRODUCTION REGION (PMAIN)
 LINK TO:              DEPOSITOR ID AND IDENTIFIERS PROFILE


        AGENCY: 123   (MUST BE IN D02 AGENCY PROFILE)
   DEPOSITOR ID: 0000028    AGENCY 123  STATE MUSEUM STORE           A

  SEL ID TYPE            ID TYPE TITLE                   IDENTIFIER

      DSM    DISCOVER CARD MERCHANT NO           123456789012345
      MVA    MASTER CARD/VISA ASSOCIATION NUMBER  123456789
      MVM    MASTER CARD/VISA MERCHANT NO         987654321












          LAST PROC USER ID:            LAST PROC DATE: 07142005
 Z06 RECORD SUCCESSFULLY RECALLED

 F1-HELP F3-DEL F6-D91 F8-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLR-EXIT
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- The Depositor Id and Identifiers profile screen (D94) is maintained by Treasury

- This screen is used in conjunction with the Depositor Id Profile screen (D91) to provide the link between a Depositor Id and all associated merchant numbers, association numbers, agency numbers and ACH identifiers

- In the example above, Depositor Id 00000028 is related to merchant numbers 123456789012345, 987654321 and association number 123456789.
  Therefore, credit card transactions performed under any of those three numbers would be associated with Depositor Id 00000028.

- Use of <F6> function key will toggle the user between the D91 and D94 screens

D94 Information Elements

Agency   Enter the three-character Financial Agency to inquire on an existing record or when adding a deposit identifier. This must exist in the D02 Agency Profile.

Depositor ID Enter the seven-character Depositor Id to inquire on a specific record or when adding a deposit identifier.

Sel   Enter 'S' in the Select indicator field to select depositor identifier record(s) to be deleted. Multiple depositor identifier record(s) can be deleted at one time. If there is only one depositor identifier record, it cannot be deleted, unless the Depositor Id is inactive.

Id Type   Enter the three-character Identifier Type. Valid Id types must exist in the D54 System Parameters Profile, Table ID 'RCPT', Key 1 – 'IDType', Key 2 – 'will contain deposit identifier type name', Reference Data – 'lists specific allowable Id Types'.

Id Type Title The system retrieves the Id Type Title associated with the Id Type entered.

Identifier   Enter up to a 20-character Identifier. If Id Type is entered, this field must also be entered. The Identifier must be unique for the given Identifier Type.

Last Proc User Id   The system retrieves up to an eight-character User Id associated with the user who made the most recent update to the record.

Last Proc Date   The system retrieves the eight-digit Last Processing Date.

D92 SKU NUMBER PROFILE

```
SD92 VER 2.0     STATE OF MICHIGAN PRODUCTION REGION (PMAIN)
 LINK TO:                        SKU NUMBER PROFILE

             AGENCY: 456  (MUST BE IN D02 AGENCY PROFILE)
         SKU NUMBER: 00000002

              TITLE: BOOK- AMPHIBIANS AND REPTILES


 SKU ITEM REF NO TYPE:
  SKU ITEM REF NUMBER:

                              RCPT CODING ID
            FOR NET DEPOSITS: 00000001
FOR CHARGE BACKS/ACH RETURNS: 00000000
                    FOR FEES: 00000016




                                            STATUS CODE: A

 EFF START DATE: 10012004   EFF END DATE:        LAST PROC DATE: 08262005
Z06 RECORD SUCCESSFULLY RECALLED

 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
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- The SKU Number Profile screen provides the link between the item sold and the Receipt Coding Id (D90) used to generate an accounting transaction in MAIN FACS

- SKU Number profiles are created and maintained by agencies and are only required for those agencies that are sending SKU Interface files to MAIN FACS

- Each SKU number is unique across the State of Michigan and is used in the automation of the Deposit Reclass and Accrued Revenue transactions (See Glossary)

- Within each SKU Number Profile, a Receipt Coding dD is listed for net deposits, charge backs /ACH returns, and fees

- The new automated process will use the listed Receipt Coding Id to look up the account coding that is necessary to generate a transaction associated with the SKU number

- In the example above, the book about amphibians and reptiles is linked to SKU number 00000002 for Agency 456. In turn, SKU number 00000002 lists three Receipt Coding IDs to use in the generation of accounting entries, one for net deposits, charge backs / ACH returns, and fees.

D92 Control Key

Agency
Enter the three-character Financial Agency to inquire on an existing record or when adding a SKU Number Profile. This must exist in the D02 Agency Profile.

SKU
Number
Enter the eight-character SKU Number to inquire on a specific record. When creating a new record, this field must be left blank and will be system generated.

D92 Information Elements

Title
Enter up to a 40-character Title.

SKU Item
Ref Number
Type
Enter the three-character SKU Item Reference Number Type. Valid SKU ref types must exist in the D54 System Parameters Profile, Table ID 'RCPT', Key 1 – 'Reftype', Key 2 – 'SKU number', Reference Data – 'lists specific allowable SKU Item ref types'. If the SKU Item Ref Number is entered, this field must be entered.

SKU Item
Ref Number
Type Title
The system retrieves the SKU Item Ref Number Type Title associated with the SKU Item Ref Number Type entered.

SKU Item
Ref Number
Enter up to a 40-character SKU Item Ref Number. The reference number could be the actual item number being sold on the web. If the SKU Item Ref Number Type is entered, this field must be entered.

Receipt Coding Id

For Net
Deposits
Enter up to an eight-character Receipt Coding Id to identify account coding block that will be used by the process to generate accounting transactions For Net Deposits. This must exist in the D90 Receipt Coding Id Profile.

For Charge
Backs/ACH
Returns
Enter up to an eight-character Receipt Coding Id to identify account coding block that will be used in the process to generate accounting transactions for charge backs and returns. This must exist in the D90 Receipt Coding Id Profile. A Receipt Coding Id that uses an accrual TC should not be entered for Charge Backs/ACH Returns on this profile.

For Fees
Enter up to an eight-character Receipt Coding Id to identify account coding block that will be used in the process to generate accounting transactions For Fees. This must exist in the D90 Receipt Coding Id Profile. A Receipt Coding Id that uses an accrual TC should not be

entered For Fees on this profile. The Fees Receipt Coding Id should not
be split by amount.

Status Code   Enter a one-character Status Code as follows: 'A' (Active) or 'I' (Inactive).

Eff Start   Enter the eight-digit Effective Start Date (MMDDYYYY format), which
Date   identifies when the record becomes effective. This field can be left blank,
which will cause the record to be immediately available.

Eff End   Enter the eight-digit Effective End Date (MMDDYYYY format), which
Date   identifies when the record is no longer effective. This field can be left
blank.

Last Proc   The system retrieves the eight-digit Last Processing Date.
Date

R*STARS CREDIT CARD/CEPAS ACH INQUIRY SCREENS

90L RECEIPT CODING ID BY AGY LISTING

```
S90L VER 2.0    STATE OF MICHIGAN PRODUCTION REGION (PMAIN)
 LINK TO:                   RECEIPT CODING ID BY AGY LISTING

 AGY: 456   STARTING - RCPT CODING ID: 00000014

  S  RCPT CODING ID  LAST SEQ               TITLE                    STA
        00000014        01     PARKS - WATERWAYS FIELD OFFICES FEES      A
        00000015        01     FMFM - CREDIT CARD FEES                   A
        00000016        01     WILDLIFE - E-STORE FEES                   A











 Z36 RECORD(S) RECALLED - END OF LIST

 F1-HELP  F2-SEL RCPT  F7-PRIOR PG  F8-NEXT PG  F9-INT  ENTER-INQ  CLEAR-EXIT
```

- The Receipt Coding Id by Agency Listing inquiry screen provides a listing of Receipt
  Coding Id profiles for a given agency

- Users can enter the agency and the starting Receipt Coding Id and all subsequent
  Receipt Coding Ids along with the entered Id will be displayed. Entering only the
  agency will list all Receipt Coding Ids for that agency.

- The list is presented with a selection field to allow closer examination of the selected ID by transferring to the D90 Receipt Coding Id screen through the use of the <F2> key. A Receipt Coding Id can contain multiple sequence numbers. This screen only shows the last sequence number of a listed Receipt Coding Id.

- This screen is also used as a help screen for Receipt Coding Ids and can be accessed from the D90, D91 and D92 screens when the cursor is placed within a Receipt Coding Id field and the <F1> key is used

90L Control Key

Agy Enter the three-character Financial Agency. This must exist in the D02 Agency Profile.

Starting - RCPT Coding Id Enter up to an eight-character Receipt Coding Id. If entered, all records with a Receipt Coding Id greater than or equal to the value entered will be displayed. If not entered, all Receipt Coding Ids for the agency will be displayed.

90L Information Elements

S Enter 'S' in the Select indicator field to select a particular line item to either inquire on the D90 screen or return with the <F9> key.

RCPT Coding Id The system retrieves a list of Receipt Coding Ids associated with the agency and Receipt Coding Id entered.

Last Seq The system retrieves a list of sequence numbers associated with the agency and Receipt Coding Id entered. The last sequence number for each Receipt Coding Id listed is displayed.

Title The system retrieves the Receipt Coding Id title associated with the Receipt Coding Id/sequence record displayed.

Sta The system retrieves the Status Code, 'A' (Active) or 'I' (Inactive), for each receipt coding/sequence record displayed.

90U RECEIPT CODING ID USAGE INQUIRY

```
S90U VER 2.0     STATE OF MICHIGAN PRODUCTION REGION (PMAIN)
 LINK TO:                      RECEIPT CODING ID USAGE INQUIRY

 AGY: 456   RCPT CODING ID: 00000013 PARKS - FIELD OFFICES FEES          A

      --PROFILE--  --TRAN TYPE--
  S   TYPE  ID     DEP CB/RT FEE               TITLE                  STA
      S 00000043            X    PARKS-NON-RESIDENT MVP ANNUAL          A
      S 00000044            X    PARKS-RESIDENT MVP ANNUAL              A

















 Z06 RECORD SUCCESSFULLY RECALLED

 F1-HELP    F2-SEL ID   F7-PRIOR PG  F8-NEXT PG  F9-INT  ENTER-INQ  CLEAR-EXIT
```

- The Receipt Coding Id Usage Inquiry screen provides a listing of all Depositor Id and SKU number profiles that reference a particular Receipt Coding Id

- The user must enter the agency and Receipt Coding Id. The list will be presented with a selection field to allow closer examination of a listed profile

- When a record is selected and <F2> key is used, the screen will transfer to the D91 screen, when the profile type is 'D' for Depositor Id, or the D92 screen, when the profile type is 'S' for SKU number

The screen also indicates the transaction type for which the Receipt Coding Id is used on the listed profile. This is indicated with the letter 'X' under the transaction type section of the screen.

90U Information Elements

S   Enter 'S' in the Select indicator field to select a particular line item to either inquire on the D91 or D92 screen.

Profile Type   The system retrieves the Profile Type for the agency and Receipt Coding Id entered: 'D' – Depositor Id or 'S' – SKU Number.

Profile ID   The system retrieves the Depositor Id or SKU Number for the agency and Receipt Coding Id entered.

Tran Type Dep	The system retrieves an 'X' in this field if the net deposit Receipt Coding Id of the Deposit Id or SKU Number profile matches the inquiry target.
Tran Type CB/RT	The system retrieves an 'X' in this field if the charge backs or ACH returns Receipt Coding Id of the Deposit Id or SKU Number profile matches the inquiry target.
Tran Type Fee	The system retrieves an 'X' in this field if the fees Receipt Coding Id of the Deposit Id or SKU Number profile matches the inquiry target.
Title	The system retrieves the Title of the Receipt Coding Id or SKU Number.
Sta	The system retrieves the Status Code, 'A' (Active) or 'I' (Inactive), for each Receipt Coding Id or SKU Number record displayed.

91L DEPOSITOR ID BY AGY LISTING

```
S91L VER 2.0     STATE OF MICHIGAN PRODUCTION REGION
 LINK TO:              DEPOSITOR ID BY AGY LISTING


 AGY: 789   ID TYPE:
        IDENTIFIER:

  S    DEPOSITOR ID                  TITLE                       STA
        0000023     AGENCY 789   ASSOC 182102                     A
        0000043     AGENCY 789   STATE OF MI INFO SALES           A
        0000045     AGENCY 789   STATE OF MI RAD SAFETY           A
        0000051     STATE OF MI INFO SALES - E CHECK              A
        0000052     STATE OF MI RAD SAFETY - E CHECK              A








 Z36 RECORD(S) RECALLED - END OF LIST

 F1-HELP  F2-SEL DEP ID  F7-PRIOR  F8-NEXT  F9-INT  ENTER-INQ  CLEAR-EXIT
```

- The Depositor Id by Agency Listing inquiry screen provides a listing of Depositor Ids for a given agency

- To obtain a list of all Depositor Ids for a given agency enter only the agency. Users can also search for a specific Depositor Id by entering agency and an Identification Type and Identifier.

The list will be presented with a selection field to allow closer examination of the selected Id by transferring to the D91 Depositor profile screen through the use of the <F2> key.

91L Control Key

Agy   Enter the three-character Financial Agency. This must exist in the D02 Agency Profile.

Id Type   Enter the three-character Id Type. If this field is entered, the Id Type identifier must also be entered. Depositor Id(s) with the Id Type and/or Id Type identifier will be displayed.

Id Type Title The system retrieves the Id Type Title of the Id Type entered.

Id Type   Enter the three-character Identifier Type. Valid Id Types must exist in the D54 System Parameters Profile, Table ID 'RCPT', Key 1 – 'IDType', Key 2 – 'will contain deposit identifier type name' Reference Data, Key 3 – 'will contain deposit identifier type level', Reference Data – 'lists specific allowable Id Types'.

91L Information Elements

S   Enter 'S' in the Select indicator field to select a particular line item to inquire on with the D91 screen.

Depositor Id   The system retrieves a list of Depositors Ids associated with the agency and/or Id type entered.

Title   The system retrieves the Title of the Depositor Id.

Sta   The system retrieves the Status Code, 'A' (Active) or 'I' (Inactive), for each Depositor Id record displayed.

92L SKU NUMBER BY AGY LISTING

```
S92L VER 2.0    STATE OF MICHIGAN PRODUCTION REGION
 LINK TO:              SKU NUMBER BY AGY LISTING

 AGY: 789   STARTING - SKU NUMBER:

  S    SKU NUMBER                    TITLE                        STA
        00000174     LICENSE FEES - HEALTH PROFESSIONS-HPRF        A
        00000175     PAIN MGT & CONT SUBSTANCE FUND REVENUE        A
        00000176     NURSE PROFESSIONAL FUND REVENUE              A
        00000177     LICENSES - EMS OCCUPATIONAL                  A









 Z36 RECORD(S) RECALLED - END OF LIST

 F1-HELP  F2-SEL SKU NO  F7-PRIOR PG  F8-NEXT PG  F9-INT  ENTER-INQ  CLEAR-EXIT
```

- The SKU Number by Agency Listing inquiry screen provides a listing of SKU Number profiles for a given agency

- Users can enter the agency and the starting SKU Number and all subsequent SKU Numbers along with the entered SKU Number will be displayed

- Entering only the agency will list all SKU Numbers for that agency

- The list is presented with a selection field to allow closer examination of the selected SKU Number by transferring to the D92 SKU Number profile screen through the use of the <F2> key

Select <F11> from the RCPT Menu to access the RCTR RCPT Transaction Menu.

92L Control Key

Agy   Enter the three-character Financial Agency. This must exist in the D02 Agency Profile.

Starting   Enter a starting SKU Number. If this field is entered, all records with an
SKU   SKU number greater than or equal to the value entered will be displayed,
Number   if they exist. If this field is not entered, all SKU numbers greater than zero for agency entered will be displayed.

<div align="center">

92L Information Elements

</div>

S   Enter 'S' in the Select indicator field to select a particular line item to inquire on with the D92 screen.

SKU   The system retrieves a list of SKU Numbers associated with the agency
Number   and/or starting SKU entered.

Title   The system retrieves the Title of the SKU Number.

Sta   The system retrieves the Status Code, 'A' (Active) or 'I' (Inactive), for each SKU Number record displayed.

RCTR RCPT TRANSACTION MENU

```
S000 VER 2.0              STATE OF MICHIGAN PRODUCTION REGION
 LINK TO:    RCTR                RCPT TRANSACTION MENU



    (2)    93D    SKU RCPT TRANS DETAIL INQUIRY
    (3)    93S    RCPT TRANS SUMMARY INQUIRY
    (4)    93G    RCPT TRANS GENERATED INQUIRY













  F1-HELP  F9-INTERRUPT  CLEAR-EXIT
```

Select <F2> from the RCTR menu to access the 93D SKU RCPT TRANS Detail Inquiry.

93D SKU RCPT TRANS DETAIL INQUIRY

```
S93D VER 2.0    STATE OF MICHIGAN PRODUCTION REGION
 LINK TO:                   SKU RCPT TRANS DETAIL INQUIRY

 DEP AGY(DIA): 123 DEP ID: 0000009        SKU AGY(SKA):    SKU NUM: 00000002
    TRANS SRC:    REF NO:                 TRN TYP(TT): D (D/C/F)
 DEP TP:    (AMX/CAC/DIS/MSV) SALE DT RNGE: 080105 TO 112905 GROUP #:

 S DIA DEP ID  SALE DT  SRC   TRANS REF NO   DEP TP  TT  SKA SKU NUM  #ITEMS
    DESCRIPTION                    GROUP #   SEQ#     TRANS AMOUNT  R
  123 0000009 20051027 CEP 00000000000001268909  MSV  D   123 00000002 000001
    SALE                           000002158  0001          24.14








 Z36 RECORD(S) RECALLED - END OF LIST

 F1-HELP  F2-SKU SUMMARY  F8-NEXT PAGE  F9-INTERRUPT  ENTER-INQUIRE  CLEAR-EXIT
```

- The SKU Receipt Transaction Detail Inquiry screen provides a listing of all sale transaction records received from agency applications via a SKU RCPT interface file

- One detail record will be shown across two lines on the screen. Users can search for transaction detail in the following five ways:

    o Depositor Id Agency, Depositor Id and Transaction Sale Date To
    o SKU Number Agency and Transaction Sale Date To
    o Depositor Id Agency, Depositor Id, Transaction Source Id, and Reference Number
    o Depositor Id Agency and Group Number
    o SKU Number Agency and Group Number

- Additional filter fields can be specified to limit the records selected

- A list of SKU transaction records will be presented with a selection field to allow retrieval of the summary record by transferring to the 93S Receipt Transaction Summary Inquiry screen through the use of the <F2> key

93D Control Key

Dep Agy (Dia)   Enter the three-character Depositor Agency. This must be a valid FACS Financial Agency and exist in the 25 Agency Profile. Either the Depositor or SKU Agency must be entered.

Dep Id   Enter the seven-character Depositor Id. This must exist in the D91 Depositor Id profile.

SKU Agency (SKA)   Enter the three-character SKU Agency. This must be a valid FACS Financial Agency and exist in the 25 Agency Profile. Either the SKU Agency or Depositor Agency must be entered.

SKU Num   Enter the eight-character SKU Number. This must exist in the D92 SKU Number Profile.

Trans Src   Enter the three-character Transaction Source ('CEP' – Cepas or 'VER' – Verisign).   (Optional)

Ref No   Enter up to a 20-character reference transaction Reference Number. (Optional)

Trn Typ (TT)   Enter the one-character Transaction Type ('D' – Net Deposits, 'C' – Charge Backs/ACH Returns, or 'F' – Fees). (Optional)

Dep Tp   Enter the three-character Deposit Type ('AMX' – American Express, 'CAC' – Cepas, 'DIS' – Discover, or 'MSV' – Mastercard Visa). (Optional)

Sale Dt Rnge   Enter the eight-digit 'From Sale Date' (MMDDYY format). (Optional)

To   Enter the eight-digit 'To Sale Date' (MMDDYY format). (Optional)

Group #   Enter up to a nine-digit Group Number. (Optional)

93D Information Elements

S   Enter 'S' in the Select indicator field to select a particular line item to inquire on with the 93S screen.

Dia Dep Id   The system retrieves the three-character FACS Financial Agency of the Depositor Id.

Sale Dt   The system retrieves the tranaction Sale Date.

Src   The system retrieves the three-character transaction Source Id.

Trans Ref No   The system retrieves up to a 20-character Transaction Reference Number.

Dep Tp   The system retrieves the three-character transaction Deposit Type.

TT   The system retrieves the one-character Transaction Type.

SKA   The system retrieves the three-character FACS Financial Agency of the SKU Number Agency.

SKU Num   The system retrieves the eight-character SKU Number.

 # Items   The system retrieves the number of items sold.

Description   The system retrieves up to a 30-character transaction Description.

Group #   The system retrieves the nine-digit generated Group Number of this item.

Seq #   The system retrieves the generated Sequence Number in this group.

Trans Amount   The system retrieves up to a 12-digit Transaction Amount.

R   The system retrieves the reverse indicator ('R' – amount is negative or 'blank' – amount is positive) of the credit card/ACH activity.

93G RCPT TRANS GENERATED INQUIRY

```
S93G VER 2.0          STATE OF MICHIGAN PRODUCTION REGION
 LINK TO:                  RCPT TRANS GENERATED INQUIRY


   FIN AGY: 123    DEPOSITOR ID: 0000009   SKU NUMBER:
 TRANS TYP:  (D/C/F)                     DEPOSIT TYPE:     (AMX/CAC/DIS/MSV)
 TRANS CAT:  (I/O/R/A)                  EFF DATE RANGE:      TO 112905


    FIN              DEPOSTR DEP  -TRANS- SKU      --DOCUMENT----  TRANSACTION
 S  AGY  EFF DATE  ID      TYPE TYP CAT NUMBER    DEPT NUMBER    AMOUNT    R
    123  20051122  0000009  MSV  D   I  00000000   12Z  9T000442   73.90
    123  20051122  0000009  MSV  D   O  00000000   12Z  9A000041   73.90    R
    123  20051122  0000009  MSV  D   R  00000003   12Z  9A000041    6.55
    123  20051122  0000009  MSV  D   R  00000008   12Z  9A000041    7.80
    123  20051122  0000009  MSV  D   R  00000043   12Z  9A000041   29.00
    123  20051122  0000009  MSV  D   R  00000044   12Z  9A000041   24.00
    123  20051122  0000009  MSV  D   R  00000048   12Z  9A000041    6.55
    123  20051118  0000009  MSV  D   I  00000000   12Z  9T000430   13.10
    123  20051118  0000009  MSV  D   O  00000000   12Z  9A000040   13.10    R
    123  20051118  0000009  MSV  D   R  00000017   12Z  9A000040   13.10
    123  20051117  0000009  MSV  D   I  00000000   12Z  9T000425   31.80
    123  20051117  0000009  MSV  D   O  00000000   12Z  9A000039   31.80    R
 Z06 RECORD SUCCESSFULLY RECALLED


 F1-HELP    F2-DOC INQ   F8-NEXT PAGE   F9-INTERRUPT   ENTER-INQUIRE   CLEAR-
 EXIT
```

- The 93G Receipt Transaction Generated Inquiry screen provides a listing of generated receipt transactions for a given agency

- Users can search for specific receipt transactions by entering an agency and a combination of Depositor Id, SKU Number, Transaction Type, Deposit Type and/or Transaction Category. An Effective Date Range can also be entered.

- A list of generated transactions will be presented with a selection field to allow closer examination of the selected transaction by transferring to the 86 Document Transaction Inquiry screen through the use of the <F2> key

- The minimum fields that must be entered to inquire are Agency, Depositor ID and Effective Date To or Agency, SKU Number and Effective Date To

93G Control Key

Fin Agy   Enter the three-character Financial Agency. This must exist in the D02 Agency Profile.

Depositor ID Enter the seven-character Depositor Id. This must exist in the D91 Depositor Id Profile. Either Depositor Id or SKU Number is required.

SKU Number Enter the eight-character SKU Number. This must exist in the D92 SKU Number profile. Either Depositor Id or SKU Number is required.

Trans Type   Enter the one-character Transaction Type ('D' – Net Deposits, 'C' – Charge Backs/ACH Returns, or 'F' – Fees). (Optional)

Deposit Type Enter the three-character Deposit Type ('AMX' – American Express, 'CAC' – Cepas, 'DIS' – Discover, or 'MSV' – Mastercard Visa). (Optional)

Trans Cat   Enter the one-character Transaction Category ('I' – Deposit In, 'O' – Deposit Out, 'R' – Deposit Reclass, or 'A' – Accrued Revenue). (Optional)

Effective   Enter the eight-digit 'From Effective Date' (MMDDYY format).
Date – From (Optional)

Effective   Enter the eight-digit 'To Effective Date' (MMDDYY format).
Date – To   (Optional)

93G Information Elements

S Enter 'S' in the Select indicator field to select a particular line item to inquire on with the 86 screen.

Fin Agy The system retrieves the Financial Agency of the credit card/ACH activity.

Eff Date The system retrieves the Effective Date of the credit card/ACH activity.

Depostr Id The system retrieves the Depositor Id of the credit card/ACH activity.

Dep Type The system retrieves the Deposit Type of the credit card/ACH activity.

Trans Type The system retrieves the Transaction Type of the credit card/ACH activity.

Trans Cat The system retrieves the Transaction Category of the credit card/ACH activity.

SKU Number The system retrieves the SKU Number of the credit card/ACH activity.

Document Dept The system retrieves the Document Department of the credit card/ACH activity.

Document Number The system retrieves the Document Number of the credit card/ACH activity.

Transaction Amount The system retrieves the Transaction Amount of the crdit card/ACH activity.

R The system retrieves the Reverse indicator ('R' – amount is negative or 'blank' – amount is positive) of the credit card/ACH activity.

93S RCPT TRANS SUMMARY INQUIRY

```
S93S VER 2.0            STATE OF MICHIGAN PRODUCTION REGION
 LINK TO:                    RCPT TRANS SUMMARY INQUIRY

DEP AGY: 123 DEP ID: 0000028  SKU AGY:    SKU NUM:         TRANS SRC:
TRANS TYP(T): D  (D/C/F) TRANS STA(S):   (N/G/E) DEP TYP:    (AMX/CAC/DIS/MSV)
SALE DT RNGE:       TO 121305 EFF DT RNGE:      TO          GROUP NO:

    DEPOSITOR    EFF    DEP -TRANS- --- SKU ----   SALES    # SKU    SUMMARIZED
S AGY    ID    DATE    TYP SRC T S AGY   NUM      DATE    ITEMS  TRANS AMOUNT R
   123 0000028 20051209 MSV TSY D G    00000000 20051209 000001        213.11
   123 0000028 20051208 DIS TSY D G    00000000 20051208 000001         31.77
   123 0000028 20051208 MSV TSY D G    00000000 20051208 000001        191.75
   123 0000028 20051207 MSV TSY D G    00000000 20051207 000001        494.22
   123 0000028 20051206 DIS TSY D G    00000000 20051206 000001         14.86
   123 0000028 20051206 MSV TSY D G    00000000 20051206 000001        515.88
   123 0000028 20051206 MSV TSY D G    00000000 20051206 000001        167.03
   123 0000028 20051206 MSV TSY D G    00000000 20051206 000001         71.72
   123 0000028 20051205 DIS TSY D G    00000000 20051205 000001         43.87
   123 0000028 20051205 MSV TSY D G    00000000 20051205 000001        103.25
   123 0000028 20051202 MSV TSY D G    00000000 20051202 000001        320.94
   123 0000028 20051201 MSV TSY D G    00000000 20051201 000001          4.86
 Z06 RECORD SUCCESSFULLY RECALLED


F1-HELP   F2-DOC INQ   F8-NEXT PAGE   F9-INTERRUPT   ENTER-INQUIRE   CLEAR-EXIT
```

- The Receipt Transaction Summary Inquiry screen provides a listing of all sale transaction records summarized by the MAIN FACS system and the Treasury RCPT Interface records

- A User can search for summary records in the following six ways:

    o Depositor Id Agency, Depositor Id and Transaction Sale Date To
    o Depositor Id Agency, Depositor Id and RSTARS Effective Date To
    o SKU Number Agency and Transaction Sale Date To
    o SKU Number Agency and RSTARS Effective Date To
    o Depositor Id Agency and Group Number
    o SKU Number Agency and Group Number

- Additional filter fields can be specified to limit the records selected. A list of records will be presented with a selection field to allow closer examination by transferring to the 86 Document Transaction Inquiry screen through the use of the <F2> key

- However, only records with a transaction status of (G) Generated will have a corresponding document on the 86 screen

- Each record has a corresponding transactions Status Indicator of (N) Not Processed, (G) Generated, or (E) Erred

93S Control Key

Dep Agy   Enter the three-character Depositor Agency. This must be a valid FACS Financial Agency and exist in the 25 Agency Profile. Either the Depositor or SKU Agency must be entered.

Dep Id   Enter the seven-character Depositor Id. This must exist in the D91 Depositor Id profile.

SKU Agy   Enter the three-character SKU Agency. This must be a valid FACS Financial Agency and exist in the 25 Agency Profile. Either the SKU Agency or Depositor Agency must be entered.

SKU Num   Enter the eight-character SKU Number. This must exist in the D92 SKU Number Profile.

Trans Src   Enter the three-character Transaction Source ('CEP' – Cepas, 'VER' – Verisign or 'TSY'- Treasury). (Optional)

Trans Typ (T)   Enter the one-character Transaction Type ('D' – Net Deposits, 'C' – Charge Backs/ACH Returns, or 'F' – Fees). The default value is 'D' (Optional)

Trans Sta(S)   Enter the one-character transaction generation indicator ('N' Not Processed, 'G' Generated, or 'E' Erred by RCPT batch program) (Optional)

Dep Typ   Enter the three-character Deposit Type ('AMX' – American Express, 'CAC' – Cepas, 'DIS' – Discover, or 'MSV' – Mastercard Visa). (Optional)

Sale Dt Rnge   Enter the eight-digit 'From Sale Date' (MMDDYY format). (Optional)

To   Enter the eight-digit 'To Sale Date' (MMDDYY format). (Optional)

Eff Dt Rnge   Enter the eight-digit 'From Effective Date' (MMDDYY format) (Optional)

To   Enter the eight-digit 'To Effective Date' (MMDDYY format). (Optional)

Group No   Enter up to a nine-digit Group Number. (Optional)

93S Information Elements

S   Enter 'S' in the Select indicator field to select a particular line item to inquire on with the D92 screen.

Depositor Agy   The system retrieves the three-character FACS Financial Agency of the Depositor Id.

Depositor Id   The system retrieves the seven-character Depositor Id.

Eff Date   The system retrieves the Effective Date of the credit card/ACH activity.

Dep Typ   The system retrieves the three-character transaction Deposit Type.

Trans Src   The system retrieves the three-character Transaction Source Id.

T   The system retrieves the one-character Transaction Type.

S   The system retrieves the one-character transaction generation indicator.

SKU Agy   The system retrieves the three-character FACS Financial Agency of the SKU Number Agency.

SKU Num   The system retrieves the eight-character SKU Number.

Sales Date   The system retrieves the transaction Sales Date.

 # SKU Items   The system retrieves the number of items sold.

Summarized Trans Amount   The system retrieves the Summarized Transaction Amount of this group.

R   The system retrieves the Reverse indicator ('R' – amount is negative or 'blank' – amount is positive) of the credit card/ACH activity.

CHART OF R*STARS CREDIT CARD/CEPAS ACH REPORTS

Several new control reports have been developed to facilitate the review and reconciliation process. The reports are:

Report Number	Report Name	Used By
DAFR1240	Receipt Interface File Error Report	All Agencies
DAFR1511	Generated Receipt Transactions	All Agencies
DAFR1512	Erred Receipt Transactions	All Agencies
DAFR1531	Summarized SKU Receipt Records Report	All Agencies (except Treasury)
DAFR1541	Generated Receipt Fee Transactions	All Agencies using relassification functionality
DAFR1542	Erred Receipt Fee Transactions	All Agencies using relassification functionality

Agencies can also use screens 93D, 93S, 93G, but the screens do not provide total counts and amounts.

R*STARS CREDIT CARD/CEPAS ACH REPORTS

DAFR1240 RECEIPT INTERFACE FILE ERROR REPORT

```
                          DISPLAY A REPORT               .
                REPORT NAME    DAFR1240   123 CONTROL REPORT
                  REPORT TIMESTAMP: 2005-11-30-16.06.33                    PAGE 1 OF 3
                                                                             MORE:   +
----+----1----+----2----+----3----+----4----+----5----+----6----+----7----+----8----+----9----+----0----+----1----+----2----+----3--
DAFR1240 123 CNTL 01 ***   123  AGENCY  NAME          ********************AGCY NUMBER   123
ICOPY REPORT                    RECEIPT INTERFACE FILE ERROR REPORT
11/30/05 (16.01) CYCLE 5647 ********************************************************************  PAGE      1


                                          NO. OF RECORDS READ:            384
                                          NO. OF VALID RECORDS:           384
                                          NO. OF ERROR RECORDS:             0
                                               DETAIL RECORD
FIELD ERROR                              FIELD ERROR
 NO  TYPE   COLUMN NAME                  NO  TYPE   COLUMN NAME
 01   N  RECORD IDENTIFIER               11   N  NO SKU ITEMS
 02   N  DEPOSITOR ID                    12   D  TRANS SALE DATE
 03   D  EFFECTIVE DATE                  13   P  TRANS REF NO
 04   C  TRANS SOURCE ID                 14   C  OPERATOR ID
 05   C  TRANS TYPE                      15   S  FILLER
 06   C  DEPOSIT TYPE
 07   N  SKU NUMBER
 08   C  AMOUNT SIGN


           COMMAND ==>                        SCROLL ==> FULL
  HELP    F3=EXIT   F5=RFIND   F6=PAGE    F7=BACKWARD F8=FORWARD F10=LEFT   F11=RIGHT
```

This report lists the fields with errors and their statistics, number of records read, number of valid records accepted, and the number of error records.

The report provides a listing of fields in error for the Inbound Treasury and SKU Receipt Interface files submitted by Treasury and agency applications. All edits will be baseline edits, meaning if any one of them fails, the entire file will be rejected.

There is only one report per agency sending receipt files. However there can be multiple Operator Ids within one report if an agency uses more than one Operator Id. Each Operator Id of an agency will have its own section within the report.

DAFR1511 GENERATED RECEIPT TRANSACTIONS

```
                                    DISPLAY A REPORT
                        REPORT NAME . . : DAFR1511 CONTROL REPORT
                           REPORT TIMESTAMP: 2005-11-30-20.31.52                                    PAGE 1 OF 9
                                                                                                      MORE:   +
----+----1----+----2----+----3----+----4----+----5----+----6----+----7----+----8----+----9----+----0----+----1----+----2----+----3--
DAFR1511 123 CNTL 01        ****** 123 AGENCY                    *********************AGCY NUMBER   123
                      GENERATED RECEIPT TRANSACTIONS                          AGCY PAGE       1
11/30/05 (18.30) CYCLE 5647  ********************************************************RUN PAGE       1
***********************************************************************************************************
-DEPOSITOR-                     EFF     TRN EXP DEP TRN          TRN         RECEIPT SEQ GROUP  DOC      DOC     APPN
 DEPT  ID  TITLE                DATE    TYP RCL TYP CAT  SKU #  SALE DATE    CODE ID  NO   NO    AMOUNT R DEPT NO YR
***********************************************************************************************************
123 0000013 AGENCY 123 ASSO 11/29/2005  D  N   MSV  I         11/29/2005    00000000 01   3380   407,715.00 12Z 9T00030  2006
* IN COUNT:   1 AMT:   407,715.00  OUT COUNT:   0 AMT:      0.00  ACCR/RECLASS COUNT:   0 AMT:      0.00
123 0000019 AGENCY 123  ASSO 11/29/2005  D  N   MSV  I        11/29/2005    00000000 01   3381    30,435.00 12Z 9T000303 2006
                                                                                     01   3382    12,690.00 12Z 9T000303 2006
                                                                                     01   3383    35,710.00 12Z 9T000303 2006
* IN COUNT:   3 AMT:    78,835.00  OUT COUNT:   0 AMT:      0.00  ACCR/RECLASS COUNT:   0 AMT:      0.00
123 0000020 AGENCY 123  ASSO 11/29/2005  D  N   MSV  I        11/29/2005    00000000 01   3384    47,571.00 12Z 9T000304 2006
* IN COUNT:   1 AMT:    47,571.00  OUT COUNT:   0 AMT:      0.00  ACCR/RECLASS COUNT:   0 AMT:      0.00
123 0000021 AGENCY 123 ASSOC 11/29/2005  D  N   MSV  I        11/29/2005    00000000 01   3385     5,183.00 12Z 9T000305 2006
* IN COUNT:   1 AMT:     5,183.00  OUT COUNT:   0 AMT:      0.00  ACCR/RECLASS COUNT:   0 AMT:      0.00




                   COMMAND ==>                          SCROLL ==> FULL
            F1=HELP    F3=EXIT   F5=RFIND   F6=PAGE   F7=BACKWARD  F8=FORWARD
            F10=LEFT    F11=RIGHT
```
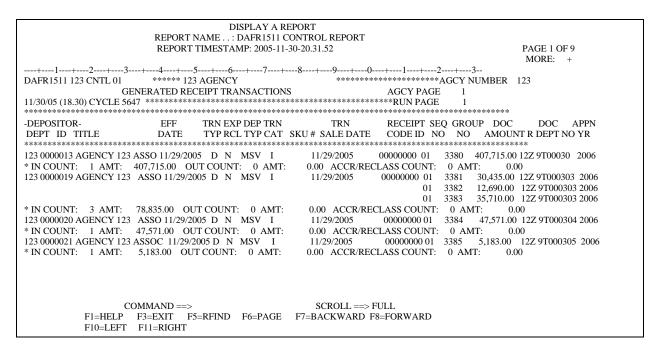
This report lists successfully generated receipt transactions, by agency, for Deposit IN, Deposit OUT, Accrued Revenue, and Reclass accounting transactions from credit card/ACH activity.

Deposit INs are created from the Treasury interface file. Deposit Out, Accrued Revenue, and Reclass transactions are created from the Agency SKU Receipt File. Deposit Out transactions are summarized.
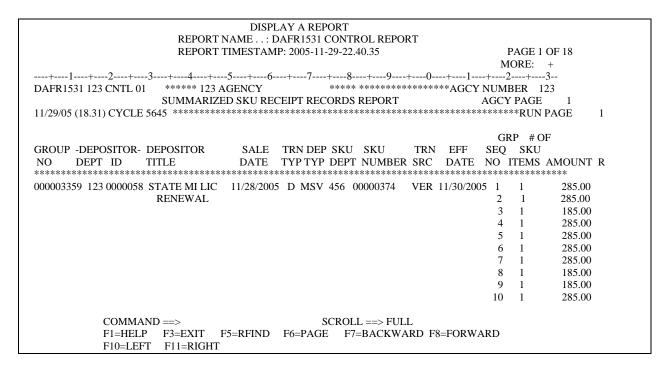
DAFR1512 ERRED RECEIPT TRANSACTIONS

```
                            DISPLAY A REPORT                    .
                   REPORT NAME . . : DAFR1512 CONTROL REPORT                  .
                   REPORT TIMESTAMP: 2005-09-20-22.28.53                          PAGE 1 OF 2
                                                                                 MORE:
----+----1----+----2----+----3----+----4----+----5----+----6----+----7----+----8----+----9----+----0----+----1----+----2----+----3--
DAFR1512 251 CNTL 01      123  AGENCY                    ******************AGCY NUMBER    123
                              ERRED RECEIPT TRANSACTIONS                     AGCY PAGE      1
09/20/05 (18.20) CYCLE 5551  ****************************************************************************************RUN PAGE     1


***************************************************************************************************************************
-DEPOSITOR- EFFECTIVE TRN DEP TRN             TRN      GROUP                   # SKU
  DEPT  ID      DATE    TYP TYP  SRC CAT  SKU # SALE DATE  NO      AMOUNT R DESCRIPTION       ITEMS ERROR MESSAGE
***************************************************************************************************************************
123 0000028 09/19/2005    D DIS  TSY  I       09/19/2005      406      28.12  DISCOVER NETWORK      1      EW3
123 0000028 09/19/2005    D MSV TSY  I       09/19/2005      407     298.27  BANKARD 1050          1      EW3
123 0000030 09/19/2005    D MSV TSY  I       09/19/2005      408     134.00  BANKARD 1050          1      EW3
123 0000033 09/19/2005    D MSV TSY  I       09/19/2005      410      49.86  BANKARD 1050          1      EW3
123 0000035 09/19/2005    D MSV TSY  I       09/19/2005      411      11.61  BANKARD 1050          1      EW3
123 0000036 09/19/2005    D DIS  TSY  I       09/19/2005      412      90.00  DISCOVER NETWORK      1      EW3
123 0000040 09/19/2005    D MSV TSY  I       09/19/2005      413      26.50  BANKARD 1050          1      EW3
* AGENCY 251 TOTALS:  TRANSACTIONS ERRED:    8  AMOUNT ERRED:      686.86




              COMMAND ==>                          SCROLL ==> FULL
         F1=HELP    F3=EXIT   F5=RFIND   F6=PAGE    F7=BACKWARD  F8=FORWARD
         F10=LEFT   F11=RIGHT
```

This report lists, by agency, transactions that did not pass the generation process for credit card/ACH activity derived from Treasury Receipt or Agency SKU Receipt interface file.

These transactions will not be on S530 View Batch headers screen, or DAFR2151 R*STARS Error Report.

DAFR1531 SUMMARIZED SKU RECEIPT RECORDS REPORT

```
                              DISPLAY A REPORT
                   REPORT NAME . . : DAFR1531 CONTROL REPORT
                   REPORT TIMESTAMP: 2005-11-29-22.40.35              PAGE 1 OF 18
                                                                       MORE:   +
----+----1----+----2----+----3----+----4----+----5----+----6----+----7----+----8----+----9----+----0----+----1----+----2----+----3--
DAFR1531 123 CNTL 01     ****** 123 AGENCY             ***** ****************AGCY NUMBER   123
                      SUMMARIZED SKU RECEIPT RECORDS REPORT                     AGCY PAGE       1
11/29/05 (18.31) CYCLE 5645 ********************************************************************RUN PAGE        1


                                                                      GRP   # OF
GROUP  -DEPOSITOR-  DEPOSITOR        SALE    TRN DEP SKU  SKU     TRN   EFF  SEQ   SKU
 NO     DEPT  ID    TITLE            DATE    TYP TYP DEPT NUMBER  SRC   DATE  NO  ITEMS  AMOUNT  R
**************************************************************************************************
000003359 123 0000058 STATE MI LIC  11/28/2005  D  MSV  456  00000374  VER 11/30/2005  1   1     285.00
                      RENEWAL                                                           2   1     285.00
                                                                                       3   1     185.00
                                                                                       4   1     285.00
                                                                                       5   1     285.00
                                                                                       6   1     285.00
                                                                                       7   1     285.00
                                                                                       8   1     185.00
                                                                                       9   1     185.00
                                                                                      10   1     285.00


                COMMAND ==>                        SCROLL ==> FULL
                F1=HELP    F3=EXIT    F5=RFIND    F6=PAGE    F7=BACKWARD  F8=FORWARD
                F10=LEFT   F11=RIGHT
```

This report lists summarized SKU Receipt Interface files by Depositor Id, Sale Date, Transaction Type, Deposit Type, SKU Number, and Transaction Source. A Group number is assigned to each resulting summarized record.

DAFR1541 GENERATED RECEIPT FEE TRANSACTIONS REPORT

```
                               .                    DISPLAY A REPORT
                         . REPORT NAME . . : DAFR1541 CONTROL REPORT
                         . REPORT TIMESTAMP: 2005-11-09-21.21.47                                    PAGE 1 OF 3
                         .                                                                          MORE:    +
     ----+----1----+----2----+----3----+----4----+----5----+----6----+----7----+----8----+----9----+----0----+----1----+----2----+----3--
     DAFR1541 071 CNTL 01        ****** 123 AGENCY                        ********************AGCY NUMBER   123
                                       GENERATED RECEIPT FEE TRANSACTIONS              AGCY PAGE       1
     11/09/05 (18.20) CYCLE 5623 ***********************************************************************************RUN PAGE        1


     ******************************************************************************************************************
     * DEPOSITOR DEPT : 123 ID: 0000009    TITLE   : AGENCY123 ASSOC 181902 -DNR   DEPOSIT TYPE   : MSV
     * TREASURY EFFECTIVE DATE: 11/08/2005   FEE PERIOD: OCTOBER          TRSY FEE GROUP NO: 000002647
     * MERCHANT FEE(A):       29.82 R   TOTAL DEPOSITOR SALES AMT(B):    1,475.45  TOTAL SKU AGENCY SALES AMT(C):240.48
     * AGENCY    FEE(D):        4.86 R (A * C/B)         (F): D * (E/C)
     ******************************************************************************************************************
       TRN  GEN TRN SUM                                  # SKU   # SUMMARY    TOTAL TRAN      IND SKU
       SRC  GROUP NO   SKU #    TITLE                     ITEMS  SALES RECS   SKU AMT(E) R  RCLS FEE AMT(F) R
     ******************************************************************************************************************
       CEP  000002680   00000370  POCT 05S00000370 STATE PHONE B    12       7           146.88         2.97 R
            000002681   00000372  POCT 05S00000372 STATE PHONE B     3       3            93.60         1.89 R
     * AGENCY/DEPOSITOR 0000009 TOTALS:           2                10           240.48         4.86 R
     * AGENCY 123 TOTALS:                         2                10           240.48          .86 R
      ************ BOTTOM OF PAGE ******* ********* PAGE ******************* BOTTOM OF PAGE **************************




                         COMMAND ==>                             SCROLL ==> FULL
                F1=HELP    F3=EXIT   F5=RFIND   F6=PAGE    F7=BACKWARD  F8=FORWARD
                F10=LEFT    F11=RIGHT
```

This report will provide details for the monthly fee redistribution by SKU number. Calculated fees by SKU number will be written to the report. The fields to be summarized are: Monthly Total Transaction Amount and the Calculated Fee Amount. The report will contain agency and statewide totals.

DAFR1542 ERRED RECEIPT FEE TRANSACTIONS REPORT

```
                                            DISPLAY A REPORT
                                REPORT NAME . . : DAFR1542 CONTROL REPORT
                                REPORT TIMESTAMP: 2005-11-28-22.28.57                        PAGE 1 OF 1
                                               .
     -----+----1----+----2----+----3----+----4----+----5----+----6----+----7----+----8----+----9----+----0----+----1----+----2----+----3--
     DAFR1542 000 CNTL 01        ******       R*STARS OPERATIONS CONTROL          ********************AGCY NUMBER   000
                                 ERRED RECEIPT FEE TRANSACTIONS
     11/28/05 (18.42) CYCLE 5643 *********************************************************************** PAGE       1

     * FEE PERIOD:
     ******************************************************************************************************************
     -DEPOSITOR-    EFF     TRN      DEP TRN              TRSY    FEE
      DEPT ID       DATE    SALE DATE TYPE SRC    TRSY FEE R  GROUP NO      ERROR       DESCRIPTION
     ******************************************************************************************************************
     NO RECORDS FOUND
      ************ BOTTOM OF PAGE ************ OF PAGE ******************* BOTTOM OF PAGE **************************







                         COMMAND ==>                             SCROLL ==> FULL
                F1=HELP    F3=EXIT   F5=RFIND   F6=PAGE    F7=BACKWARD  F8=FORWARD
                F10=LEFT    F11=RIGHT
```

This report lists any errors encountered while processing the Monthly Fee redistribution by SKU Number. This report will break by Depositor ID Agency and will contain agency and statewide totals.

CHART OF R*STARS CREDIT CARD/CEPAS ACH EXTRACTS

Extract Name
Outbound Depositor Extract
Outbound SKU Number Extract
Outbound Receipt Coding Extract

RECONCILIATION PROCESS

USING R*STARS REPORTS TO RECONCILE TRANSACTIONS

All agencies receiving revenues via credit cards or CEPAS/ACH should review the DAFR1511 and DAFR1512 reports. In addition to the DAFR1511 and DAFR1512 reports, agencies that send an SKU RCPT file to MAIN FACS should review the DAFR1531, DAFR1541, and DAFR1542 reports.

The agency should make sure that document numbers listed on the DAFR1511 report have successfully posted either by going to the DAFR2251 Posted Transaction Detail report or the 86 Document Transaction Inquiry screen. Corrective action may be necessary if the document does not appear on the 86 screen. The action would include going to 530 View Batch Headers screen for the Document Agency, or the DAFR2151 R*STARS Error Report, or DAFR2021 Batch Document Tracking Update report to find the cause of the error. The IN Count and Amount on DAFR1511 shows transactions generated as a result of Treasury RCPT file.

Agencies Not Sending SKU RCPT File To MAIN FACS

Agencies not sending an interface file to MAIN FACS may need to manually reclassify their revenues if they are not using the D91 Depositor Id Profile to direct the revenues to a specific agency coding block. If specific D91 Profile(s) have not been set up by the agency they will need to reclassify deposits made by Treasury by moving monies out of the Deposits Clearing Fund and into a specific agency coding block using TC 159R and 159 and batch type G.

DAFR1511 Generated Receipt Transactions
This report will display all successfully generated transactions (IN Count and Amount) for the agency net deposits, fees and charge backs in MAIN FACS via the Treasury RCPT interface file. The critical details are:

- **Depositor ID** – will indicate the merchant/association/agency that delivered the revenue
- **Effective date** – is the date that transaction is effective in State's accounts and revenue has been earned and cash is available in the bank
- **Transaction Type** – indicates if it is a net deposit (D), fee (F) or charge-back (C)
- **Expected reclass flag** – will be set to 'N'
- **Transaction category** – indicates if the transaction is a deposit made by Treasury called a Deposit IN (I)
- **Group Number** – For IN transaction it is a system generated number that identifies a record uniquely and is created based on Depositor ID Agency, Depositor ID, Effective date, Transaction Type and Deposit Type
- **Document Agency** – ends in 'Z' and is listed just before Document Number
- **Document Number** – will start with '9T'

DAFR1512 Erred Receipt Transactions
This report will display errors that occurred during the generation process. To find more detail for the error users may go to 90 News Help screen. The most likely solution will be a manual entry and appropriate changes to the profile. The agency should investigate the error and consult with Treasury.

Agencies Sending SKU RCPT File To MAIN FACS

Agencies that are implementing the functionality in its entirety through use of the SKU RCPT interface file should review all the reports (DAFR1240, DAFR1531, DAFR1511, DAFR1512, DAFR1541, DAFR1542).

DAFR1240 Receipt Interface File Error Report
This report is generated during the day after pre-ICOPY and ICOPY programs are run to scan the interface files for file formatting and to check the validity of certain profiles. This report should be reviewed shortly after 2 PM to see if the SKU RCPT file passed the pre-ICOPY edits. After scanning the report for errors and counts, users should scroll down to the bottom of the report and make sure that the file has a message that clearly indicates the file has been either accepted or rejected for the batch processing.   If there are no errors on this report and it says that the interface file has been accepted no further action is required. *Note: There is only one DAFR1240 report per agency even if the agency has multiple SKU interface files.* If file is rejected in pre-ICOPY the interface file should be corrected and resent before 4 PM. DAFR1240 generated in the ICOPY process should be reviewed in the same manner as the pre-ICOPY report. The total number of records read on the report should reconcile with the total transaction count including the trailer record.

DAFR1531 Summarized SKU Receipt Records Report
After the nightly batch cycle DAFR1531 should be reviewed. The DAFR1531 report shows what has been loaded in the MAIN FACS system for the generation of Deposit Out and Reclass/Accrual transactions during the batch cycle. The report is sorted by the

SKU Agency. The transactions are sorted in Group Number order. Group Number is a system-generated number to identify summarized transactions by SKU Department, Depositor Department, Depositor ID, Sales Date, Transaction Type, Deposit Type, and SKU Number. The Effective Date of the transactions is calculated from the Sales Date provided by the agency in the interface file.

The total Count and Amount of DAFR1531 should reconcile with the Sale Count and Amount by SKU Agency. *Note: You will be able to view the total Count and Amount of the DAFR1531 for your SKU Agency only. If transactions were sent with a Multiple Agency Depositor ID (that is, your agency sent transactions for other SKU agencies in addition to your own, you will only be able to view your own agency's SKU Number transactions on this report). If this is the case, users can inquire on the 93G RCPT Trans Generated Inquiry screen to reconcile transactions (page 44). For transaction awaiting generation, the 93S RCPT TRANS SUMMARY INQUIRY screen can be used.* Agencies can trace the transactions on DAFR1531 to DAFR1511 by the Effective Date and Group Number. The transactions are generated in the batch cycle when the effective date of the transaction from DAFR1531 is less than or equal to R*STARS prior effective date. Usually there will be a lag of two or more days between transactions from DAFR1531 to DAFR1511, that is, transactions will usually appear on the DAFR1531 a couple of days before they appear on the DAFR1511.

DAFR1511 Generated Receipt Transactions

This report will display all successfully generated transactions (IN Count and Amount) for the agency net deposits, fees and charge backs in MAIN FACS via the Treasury RCPT interface file. It will also show transactions (OUT, ACCR/RECLASS Counts and Amounts) generated as a result of Agencies' SKU files. The critical details are:

- **Depositor ID** – will indicate the merchant/association/agency that delivered the revenue
- **Effective date** – is the date that transaction is effective in State's accounts and revenue has been earned and cash is available in the bank. For accrual transactions, this is equal to the Sale Date (cash has not yet been deposited into bank)
- **Transaction type** – indicates if it is a net Deposit (D), Fee (F) or Charge-back (C)
- **Expected Reclass Flag** — This flag will be 'Y' or 'N' depending on whether or not a SKU file is expected. For deposit transactions (Transaction Category is 'I'), when this field is 'Y' it means that the reclassification of monies from Deposits Clearing Fund is expected (a SKU file will be sent). For fees, a 'Y' value indicates that fees will be reclassed (fees will be allocated over the items sold). The Expected Reclass Flag will be blank for OUT and Reclass transactions (Transaction Category = 'O' or 'R').
- **Transaction category** – indicates if the transaction is a deposit made by Treasury called a Deposit IN (I), a movement of monies out of the Deposit Clearing Fund (or wherever monies were initially deposited) called Deposit Out (O) when the fund is cleared, or reclassifying revenues to the accounting distribution that has

earned the funds called Reclass (R). In some instances there may be Accrual (A) of the sales transaction based on the sale date. Receipt Coding ID is used to put the funds in appropriate coding blocks and is derived from either the D91 Depositor ID Profile (for Deposit IN and Deposit Out transactions), or the D92 SKU Number Profile (for Accrual and Reclass transactions).

- **Group Number** –The definition varies slightly depending on what type of transaction it is used on as follows:

    o Deposit INs: A system generated number that identifies a record uniquely and is created based on Depositor ID Agency, Depositor ID, Effective date, Transaction Type and Deposit Type

    o Deposit OUTs: These transactions do not have a group number

    o Accrual and Reclass: A system generated number that groups transactions by SKU Agency, Depositor ID Agency, Depositor ID, Sale Date, Trans Type, Deposit Type, SKU Number and Transaction Source

    o Fee Reclass: A system generated number when fees are reclassed to identify transactions by SKU Agency, Depositor ID Agency, Depositor ID, Treasury Effective Date, Transaction Source and SKU number

- **Document Agency** – ends in 'Z' (usually) and is listed just before Document Number
- **Document Number** – Deposit IN transactions will start with '9T' and Deposit OUT, Reclass, and Accrual transactions will start with '9A'

DAFR1512 Erred Receipt Transactions

This report will display the profile related errors that occurred during the generation process. To find more detail for the error users may go to 90 News Help screen. The most likely solution will be a manual entry and appropriate changes to the profile. The agency should investigate the error and consult with Treasury.

DAFR1541 Generated Receipt Fee Transactions and DAFR1542 Erred Receipt Fee Transactions

Agencies that have Reclass Fee Tran indicator set to 'Y' on the D91 Depositor Id Profile need to review the fee reports (DAFR1541, DAFR1542). These reports will show the fee received from Treasury getting allocated over multiple SKUs based on the sales of the prior month. The agency should be able to trace the Rcls Fee Amt from this report to DAFR1511. DAFR1542 report will show the errors that occurred during allocation of fees to SKUs. Agencies may need to take corrective action.

USING R*STARS ON-LINE SCREENS TO RECONCILE TRANSACTIONS

The Inquiry screens can be used in addition to the reports to reconcile automated credit card revenue Deposit transactions. Refer to the following examples. Note that these examples are not all inclusive.

Example 1: Reconciling agency's IN, OUT and Reclass transactions: Enter the Fin Agy, Depositor Id, Trans Cat, and Eff Date Range fields on the 93G RCPT TRANS GENERATED INQUIRY screen:

```
S93G VER 2.0            STATE OF MICHIGAN
LINK TO:                RCPT TRANS GENERATED INQUIRY

  FIN AGY: 641    DEPOSITOR ID: 0000061   SKU NUMBER:
TRANS TYP:  (D/C/F)                    DEPOSIT TYPE:    (AMX/CAC/DIS/MSV)
TRANS CAT: I (I/O/R/A)                 EFF DATE RANGE: 091505 TO 091505

    FIN          DEPOSTR DEP  -TRANS- SKU     --DOCUMENT---- TRANSACTION
S  AGY   EFF DATE  ID     TYPE TYP CAT NUMBER   DEPT NUMBER  AMOUNT        R
   641  20050915  0000061  MSV  D  I  00000000  64Z  9T000028       5897.00












Z36 RECORD(S) RECALLED - END OF LIST

F1-HELP   F2-DOC INQ   F8-NEXT PAGE   F9-INTERRUPT   ENTER-INQUIRE   CLEAR-EXIT
```

```
S93G VER 2.0            STATE OF MICHIGAN
LINK TO:                RCPT TRANS GENERATED INQUIRY

  FIN AGY: 641    DEPOSITOR ID: 0000061   SKU NUMBER:
TRANS TYP:  (D/C/F)                    DEPOSIT TYPE:    (AMX/CAC/DIS/MSV)
TRANS CAT: O (I/O/R/A)                 EFF DATE RANGE: 091505 TO 091505

    FIN          DEPOSTR DEP  -TRANS- SKU     --DOCUMENT---- TRANSACTION
S  AGY   EFF DATE  ID     TYPE TYP CAT NUMBER   DEPT NUMBER  AMOUNT        R
   641  20050915  0000061  MSV  D  O  00000000  64Z  9A000010       5897.00 R












Z36 RECORD(S) RECALLED - END OF LIST

F1-HELP   F2-DOC INQ   F8-NEXT PAGE   F9-INTERRUPT   ENTER-INQUIRE   CLEAR-EXIT
```

```
S93G VER 2.0            STATE OF MICHIGAN
LINK TO:            RCPT TRANS GENERATED INQUIRY


  FIN AGY: 641    DEPOSITOR ID: 0000061   SKU NUMBER:
TRANS TYP:  (D/C/F)                 DEPOSIT TYPE:    (AMX/CAC/DIS/MSV)
TRANS CAT: R (I/O/R/A)              EFF DATE RANGE: 091505 TO 091505


   FIN          DEPOSTR DEP  -TRANS- SKU      --DOCUMENT---- TRANSACTION
S  AGY  EFF DATE ID     TYPE TYP CAT NUMBER    DEPT NUMBER  AMOUNT        R
   641  20050915 0000061 MSV  D   R  00000250  64Z  9A000010      1953.00
   641  20050915 0000061 MSV  D   R  00000251  64Z  9A000010      1500.00
   641  20050915 0000061 MSV  D   R  00000252  64Z  9A000010      2444.00







Z36 RECORD(S) RECALLED - END OF LIST

F1-HELP   F2-DOC INQ   F8-NEXT PAGE   F9-INTERRUPT   ENTER-INQUIRE   CLEAR-EXIT
```

To view all transactions (IN, OUT, and Reclass) for this Depositor Id and Effective Date, enter the Fin Agy, Depositor Id, Trans Typ, and Eff Date Range fields on the 93G RCPT TRANS GENERATED INQUIRY screen.

```
S93G VER 2.0            STATE OF MICHIGAN
LINK TO:            RCPT TRANS GENERATED INQUIRY


  FIN AGY: 641    DEPOSITOR ID: 0000061   SKU NUMBER:
TRANS TYP: D (D/C/F)                 DEPOSIT TYPE:    (AMX/CAC/DIS/MSV)
TRANS CAT:  (I/O/R/A)               EFF DATE RANGE: 091505 TO 091505


   FIN          DEPOSTR DEP  -TRANS- SKU      --DOCUMENT---- TRANSACTION
S  AGY  EFF DATE ID     TYPE TYP CAT NUMBER    DEPT NUMBER  AMOUNT        R
   641  20050915 0000061 MSV  D   I  00000000  64Z  9T000028      5897.00
   641  20050915 0000061 MSV  D   O  00000000  64Z  9A000010      5897.00 R
   641  20050915 0000061 MSV  D   R  00000250  64Z  9A000010      1953.00
   641  20050915 0000061 MSV  D   R  00000251  64Z  9A000010      1500.00
   641  20050915 0000061 MSV  D   R  00000252  64Z  9A000010      2444.00





Z36 RECORD(S) RECALLED - END OF LIST

F1-HELP   F2-DOC INQ   F8-NEXT PAGE   F9-INTERRUPT   ENTER-INQUIRE   CLEAR-EXIT
```

Example 2: Reconciling agency's Deposit transactions (made by Treasury) and SKU transactions (sent by agency) using Effective Date of Deposit and Sales Date of SKU file sent: Enter the Dep Agy, Dep Id, Trans Type, and Eff Date Range fields on the 93S RCPT TRANS SUMMARY INQUIRY screen.

```
S93S VER 2.0                    STATE OF MICHIGAN
 LINK TO:                   RCPT TRANS SUMMARY INQUIRY

DEP AGY: 751 DEP ID: 0000009  SKU AGY:    SKU NUM:          TRANS SRC:
TRANS TYP(T): D  (D/C/F) TRANS STA(S):  (N/G/E) DEP TYP:    (AMX/CAC/DIS/MSV)
SALE DT RNGE:       TO        EFF DT RNGE: 090205 TO 090205 GROUP NO:

    DEPOSITOR     EFF    DEP -TRANS- --- SKU ----   SALES   # SKU    SUMMARIZED
 S AGY    ID     DATE    TYP SRC T S AGY    NUM      DATE   ITEMS  TRANS AMOUNT R
   751 0000009 20050902 MSV CEP D G 071 00000370 20050831 000010       120.00
   751 0000009 20050902 MSV CEP D G 751 00000044 20050831 000001        24.00
   751 0000009 20050902 MSV TSY D G     00000000 20050902 000001       144.00






 Z36 RECORD(S) RECALLED - END OF LIST

 F1-HELP   F2-DOC INQ   F8-NEXT PAGE   F9-INTERRUPT   ENTER-INQUIRE   CLEAR-EXIT
```

Enter the Dep Agy (Dia), Dep Id, Trans Typ, and Sale Date Range fields on the 93D SKU RCPT TRANS DETAIL INQUIRY screen.

```
S93D VER 2.0                    STATE OF MICHIGAN
LINK TO:                   SKU RCPT TRANS DETAIL INQUIRY

DEP AGY(DIA): 751 DEP ID: 0000009         SKU AGY(SKA):    SKU NUM:
   TRANS SRC:     REF NO:                 TRN TYP(TT): D (D/C/F)
DEP TP:    (AMX/CAC/DIS/MSV) SALE DT RNGE: 083105 TO 083105 GROUP #:

S DIA DEP ID  SALE DT  SRC   TRANS REF NO      DEP TP  TT  SKA SKU NUM  #ITEMS
    DESCRIPTION                    GROUP #   SEQ#      TRANS AMOUNT   R
  751 0000009 20050831 CEP 00000000000001179479   MSV    D   071 00000370 000010
    SALE                         000002354  0001         120.00
  751 0000009 20050831 CEP 00000000000001178410   MSV    D   751 00000044 000001
    SALE                         000002370  0001          24.00






Z36 RECORD(S) RECALLED - END OF LIST

F1-HELP  F2-SKU SUMMARY  F8-NEXT PAGE  F9-INTERRUPT  ENTER-INQUIRE  CLEAR-EXIT
```

Example 3: Reconciling agency's Deposit transactions (made by Treasury) and SKU transactions (sent by agency) using Sale Dt Rnge: Enter the Dep Agy (DIA), Dep Id, Trans Type, and Sale Date Range fields on the 93D RCPT TRANS DETAIL INQUIRY screen.

```
S93D VER 2.0                    STATE OF MICHIGAN
 LINK TO:                  SKU RCPT TRANS DETAIL INQUIRY

 DEP AGY(DIA): 751 DEP ID: 0000009         SKU AGY(SKA):    SKU NUM:
    TRANS SRC:    REF NO:               TRN TYP(TT): D (D/C/F)
 DEP TP:    (AMX/CAC/DIS/MSV) SALE DT RNGE: 090105 TO 090105 GROUP #:

 S DIA DEP ID  SALE DT  SRC   TRANS REF NO     DEP TP  TT  SKA SKU NUM  #ITEMS
     DESCRIPTION                    GROUP #   SEQ#     TRANS AMOUNT  R
   751 0000009 20050901 CEP 00000000000001182679  MSV   D   751 00000044 000001
     SALE                         000002491  0001         24.00
   751 0000009 20050901 CEP 00000000000001181870  MSV   D   071 00000372 000001
     SALE                         000002432  0001         30.00
   751 0000009 20050901 CEP 00000000000001181756  MSV   D   751 00000044 000001
     SALE                         000002491  0002         24.00
   751 0000009 20050901 CEP 00000000000001180780  MSV   D   751 00000044 000001
     SALE                         000002491  0003         24.00




 Z36 RECORD(S) RECALLED - END OF LIST

 F1-HELP  F2-SKU SUMMARY  F8-NEXT PAGE  F9-INTERRUPT  ENTER-INQUIRE  CLEAR-EXIT
```

Enter the Dep Agy, Dep Id, Trans Type, and Sale Date Range fields on the 93S RCPT TRANS SUMMARY INQUIRY screen.

```
S93S VER 2.0                    STATE OF MICHIGAN
 LINK TO:                  RCPT TRANS SUMMARY INQUIRY

DEP AGY: 751 DEP ID: 0000009  SKU AGY:    SKU NUM:         TRANS SRC:
TRANS TYP(T): D  (D/C/F) TRANS STA(S):   (N/G/E) DEP TYP:    (AMX/CAC/DIS/MSV)
SALE DT RNGE: 090105 TO 090105 EFF DT RNGE:       TO        GROUP NO:

    DEPOSITOR    EFF    DEP -TRANS- --- SKU ----  SALES  # SKU   SUMMARIZED
 S AGY    ID     DATE   TYP SRC T S AGY   NUM      DATE   ITEMS TRANS AMOUNT R
   751 0000009 20050906 MSV CEP D G 071 00000372 20050901 000001       30.00
   751 0000009 20050906 MSV CEP D G 751 00000044 20050901 000003       72.00
   751 0000009 20050901 MSV TSY D G     00000000 20050901 000001      203.72








 Z36 RECORD(S) RECALLED - END OF LIST

 F1-HELP   F2-DOC INQ  F8-NEXT PAGE   F9-INTERRUPT   ENTER-INQUIRE   CLEAR-EXIT
```

CREDIT CARD/CEPAS ACH GLOSSARY

4000 Clearing Fund
Also known as the Deposits Clearing fund. This fund is a clearing account for cash receipts and normally has a zero balance.

Accrued Revenue Transaction
Automated transaction generated by MAIN from the SKU RCPT interface file and used to post accrued revenue related to credit card and ACH transactions with an effective date of the sales date of a transaction. Accrued revenue transactions are normally used only to reflect the proper year end cut off.

SKU RCPT Interface File
File generated by agency applications that contains credit card and ACH activity at sales type level in a format MAIN can understand.

ACH
Automated Clearinghouse Network (ACH) is a nationwide system designed to electronically transfer funds between financial institutions using industry accepted standards. These standards were designed to ensure network security and increased efficiency of the transactions.

ACH Identifier
A code that accompanies an ACH transaction that is used to identify its origin.

Accrued Revenue Transaction Code
Found on the Receipt Coding ID Profile D90. This TC (Transaction Code) is optional on the profile and must be used in conjunction with the cash TC. This TC allows for the recognition of revenue on the date of sale through the use of an accrued revenue transaction.

Agency Application
Computer program used by an agency to initiate credit card and ACH payments for goods and services.

Association Number
A number representing a group of related merchants

CEPAS
Centralized Electronic Payment Authorization System.

Cash Transaction Code
Found on the Receipt Coding ID Profile D90. This TC (transaction code) is required and indicates the TC to be used on the generated transaction. If it is the only TC entered on the profile, no revenue accrual transactions will be posted. Therefore, revenue will be recognized on the date of cash receipt.

Deposit IN Transaction

Automated transaction generated by MAIN from the Treasury RCPT interface file and used to post credit card and ACH transactions to the 4000 Clearing Fund (or agency specified fund) at the merchant, association or agency level.

Deposit OUT Transaction
Automated transaction generated by MAIN from the SKU RCPT interface file and used to reverse out the credit card and ACH transactions posted to the 4000 Clearing Fund (or agency specified fund) by the Deposit IN Transaction.

Deposit Reclass Transaction
Automated Transaction generated by MAIN from the SKU RCPT interface file and used to post the credit card and ACH transactions to agency specific coding blocks (final destination).

Deposit Type
Three-character alphanumeric code used to identify the method of payment. For example: DIS (Discover), AMX (American Express), MSV (Master Card or Visa), or CAC (CEPAS ACH).

Depositor ID
Seven-digit numeric code derived from a transaction's related merchant number and/or ACH Identifier, association or agency. Each Depositor ID is unique across the State of Michigan and has a one-to-one relationship with a merchant number and/or ACH Identifier. It is integral in the automation of both Deposit IN and Deposit OUT transactions.

Depositor ID Agency
The related agency of a Depositor ID Profile.

Group Number
A system generated number that identifies a record and is used in reports and inquiry screens to keep data together and enhance clarity of reports and inquiry screens.

- Deposit INs: A system generated number that identifies a record uniquely and is created based on Depositor ID Agency, Depositor ID, Effective date, Transaction Type and Deposit Type

- Deposit OUTs: These transactions do not have a group number

- Accrual and Reclass: A system generated number that groups numbers by SKU Agency, Depositor ID Agency, Depositor ID, Sale Date, Trans Type, Deposit Type, SKU Number and Transaction Source

- Fee Reclass: A system generated number when fees are reclassed to identify transactions by SKU Agency, Depositor ID Agency, Depositor ID, Treasury Effective Date, Transaction Source and SKU number

Group Sequence Number
A number used in conjunction with group number to identify an individual transaction within a group that was summarized at SKU item level.

Merchant Number
A number that accompanies a credit card transaction, which is used to identify its origin.

Receipt Coding ID
Eight-digit numeric code unique within an agency. Allows an agency direct control over the account coding block used in the automated accounting entries.

SKU Number
Eight-digit numeric code unique statewide. Identifies the product or service sold and is included with the credit card or ACH transaction information from the agency applications. It is integral in the automation of the Deposit Reclass Transactions.

SKU Agency
The related agency of a SKU Number Profile.

Transaction Category
Identifies a particular automated transaction as Deposit IN, Deposit OUT, Deposit reclass or Accrued Revenue.

Transaction Reference Number
A reference number that can be used to provide a bridge between an agency application and MAIN FACS.

Transaction Source
Three-character alphanumeric code used to identify the source of a RCPT file received by MAIN. For example: TSY (Treasury), CEP (CEPAS), VER (Verisign).

Transaction Status
One-character alphanumeric code used to identify the status of a Summary RCPT transaction in MAIN. For example: 'N' (Not processed), 'G' (Generated), 'E' (Erred).

Transaction Type
Identifies a credit card or ACH transaction as Net Deposit, Charge Back /ACH Return, or Fees.

Treasury RCPT Interface File
File generated by Treasury that contains credit card and ACH activity at merchant, association, or agency level in a format MAIN can understand.